

Attachment #7: Mechanic Job Description

(3 Pages)

MECHANIC JOB DESCRIPTION

Job Title: Mechanic

Department: Transportation

Reports To: Transportation Director and Assistant Director

GENERAL PURPOSE OF JOB

School Bus Mechanic.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain buses to meet or exceed 90% first time pass on Missouri Inspection.
2. Capable of making repairs to vehicles.
3. Ensure repair orders and maintenance reports are properly completed.
4. Maintain tool requirements.
5. Ensure work area is neat and clean at end of shift.
6. Must be familiar with MSDS and HAZCOM requirements.
7. Familiar with parts inventory level.
8. Capable of troubleshooting.

OTHER DUTIES AND RESPONSIBILITIES

1. Comply with all safety policies.
2. Adhere to Team Creed.
3. Obey all safety procedures.
4. Must be able to communicate and listen to others.

EXPERIENCE

1. 5 years with School Bus knowledge.
2. Knowledge of diesel motors.
3. ASE Certified.
4. State Vehicle Inspector.

LANGUAGE SKILLS

Able to speak English.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Missouri CDL License.
2. Missouri School Bus Permit.

COMPUTER

Basic computer skills.

PLANNING

1. Able to prioritize tasks.
2. Handle multiple tasks.

PHYSICAL/ENVIRONMENTAL DEMANDS

1. Have full use of hands, arms, and legs.
2. Able to stoop, kneel, reach.
3. Able to pass yearly school bus physical.

WORKING CONDITIONS

1. Outdoor and indoor shop environment.
2. Extreme heat and cold.
3. Expected to lift from 0 – 100 lbs.

OTHER WORKING CONDITIONS

1. Daily exposed to air contamination.
2. Daily exposed to vibration (i.e. impact wrench).
3. Daily exposed to Improperly illuminated, awkward or confining work space.
4. Daily exposed to lifting.

WORK SCHEDULE

1. 8 hours per day. 5 days a week.
2. On call for emergency calls (breakdown of bus) in pm and weekends.

TRAVEL

Whenever or wherever bus should breakdown.

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